



STOP!



Before you begin work on your CADR . . .

You must know the following information:

- ☐ Your nine-digit Taxpayer ID number (this number has been given to your agency by the IRS)
- ☐ Title(s) of funding received
- ☐ Funding amounts received under each Title
- ☐ Name of the agency (or agencies) from which you received funding
- ☐ Reporting scope
 - all grantees and providers must use reporting scope “01” unless they have permission from their HRSA project officer to use “02”
 - grantees and their providers must use the same reporting scope
- ☐ Assigned registration code for the Web Data Entry System
 - If you do not have your assigned registration code, check with your grantee or call Ryan White CARE Act Data Support at 1.888.640.9356 ext. 7300
- ☐ Deadlines for submitting your CADR to the grantee(s) from which you receive funding

You should also have at hand the following:

- ☐ Instruction manual for completing the CADR
- ☐ CADR Frequently Asked Questions (FAQ) document
- ☐ Contact information for assistance with the CADR and/or Web Data Entry System